

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 900**

#### **Subsection: LOST/STOLEN/DAMAGED PERSONAL PROPERTY POLICY**

**Revised October 2005**

#### **Reference:**

#### **Purpose:**

To clarify the individual, parent, and agency responsibilities if personal items become lost, stolen, or damaged. This policy is intended to address items such as hearing aids, cochlear implants, optic aides, computers, watches, glasses, bicycles, etc, but can be applied to any personal owned property of residential and day students at the ISDB Campus.

#### **Policy:**

ISDB will take reasonable and prudent steps to protect the personal property of students. ISDB does not assume responsibility at any time for the loss of personal property of students. In the event a student loses a personal item or it is stolen, ISDB will assist in attempting to locate the item. Parents will be notified of the item's status after a thorough search, under the direction of a supervisor - staff member, is completed. Items located during a search and found to have been stolen will be repaired or replaced by the thief if damaged. Disciplinary actions will be reviewed and assigned as appropriate by school authorities.

It is highly recommended that parents purchase manufacture's insurance/warranty coverage, offered at the time of purchase, which cover the loss or damage. All personal property should be labeled and/or have the identification/serial number(s) on file at ISDB and at home for later positive identification.

#### **Procedure:**

When a personal property item is lost, stolen, or damaged, students and parents should take the following steps:

- Immediately notify a supervisor, teacher, or administrator that the item is missing.
- Review with their child where and when he/she last had the item in their possession.
- Search the child's luggage, backpack, bedroom, classrooms, etc. to make sure the item was not simply misplaced.

#### **Repair/Replacement Procedures:**

##### **Hearing Aids:**

ISDB's audiologist will repair or send damaged hearing aids to be repaired at parent expense when permission is granted. Replacement of hearing aids, new ear molds, etc. is a parent expense.

##### **Cochlear Implants:**

In the event a cochlear implant device appears to not be working properly, parents will be notified and must assume the responsibility for taking the child to a specialist dealing with these devices.

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**Batteries**

Batteries are charged to student accounts.

**Loaner Aids**

In the event a hearing aid is lost, stolen, or damaged, a loaner aid will be made available for a reasonable period of time (subject to availability) for the hearing aid to be found, replaced, or repaired.

**Eyeglasses/Optic Aids**

Eyeglasses/optic aids will be taken for repair at parent expense when permission is granted. Replacement of eye glasses/optic aids is a parent responsibility.

**Bicycles, CD Players, Computers**

Parents are responsible for repairs and replacements. Students are responsible for reasonable and prudent care and security of their personal items.

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Revised/Approved – October 2005

Harvey W. Lyter III, Interim Superintendent